

State of Montana  
BOARD OF REALTY REGULATION  
301 SOUTH PARK  
P O BOX 200513  
HELENA MT 59620-0513  
406-444-2961  
Web address: [www.realestate.mt.gov](http://www.realestate.mt.gov)  
Email address: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)

## SALESPERSON RENEWAL APPLICATION

NAME:

ADDRESS:

LICENSE #:

**Renewal fee \$87.50**

Make check payable to  
Board of Realty Regulation

The Board staff is here to assist you; however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadline. **Incomplete renewal forms will be returned and considered not received.**

### INSTRUCTIONS:

**You can renew on-line at: [realestate.mt.gov](http://realestate.mt.gov)-SAVE YOUR CONFIRMATION NUMBER**

1. On-line renewal is available by e-check or credit card. Mail in fees are payable by check or money order. **DO NOT SEND CASH.** Make checks payable to: **Board of Realty Regulation**
2. Failure to renew **prior** to November 1, 2008 will result in your real estate license lapsing.
3. In order to renew you will need to have 12 hours of continuing education reported. A minimum of 4 mandatory hours is required. Education providers have 20 days to report completed courses.
4. To change employment, cross out your current broker's name and replace with your **new** broker's name, **new** agency information and have the **new** broker sign it. Have your current broker prepare a letter of release. Send in your wall certificate, release letter and an **additional \$45.00** transfer fee with your renewal.
5. If currently inactive, only pay the \$87.50 renewal fee, complete your home information, sign, date and return the renewal. To place your license on inactive status: write on the renewal form "place my license on inactive status", complete the home information. Remit the \$10.00 inactive fee **plus** the renewal fee, sign and date the application. Your broker must send a letter of release of supervision to this office along with your wall license. You do not have to have completed 12 hours of continuing education, but will have to provide proof of completion when reactivating your license.
6. If you fail to renew by the October 31<sup>st</sup> deadline, you may late renew your license by completing the same procedure and paying the **additional** late fee of \$87.50 until December 14, 2008. **The late fee is non-refundable and non-waivable.**
7. Encourage your broker to send all applications in before October 31<sup>st</sup> to ensure adequate processing time.
8. Resident license from Colorado, Georgia, Idaho, Iowa, Nebraska, New Mexico, Oregon, South Dakota, Tennessee, Utah, Wyoming, and Alberta Canada must provide a copy of your current resident licenses in lieu of continuing education. **Non-resident** licensees must meet our continuing education.

### PLEASE FILL OUT PERSONALLY

CURRENT HOME ADDRESS \_\_\_\_\_  
(STREET, PO BOX IF USED FOR MAILING, CITY, STATE, & ZIP CODE)

**\*\*NOTICE\*\* You must answer the following question:**

**YES \_\_\_\_\_ I HAVE COMPLETED THE 12 HOURS OF CONTINUING EDUCATION**

**NO \_\_\_\_\_ I HAVE NOT COMPLETED THE 12 HOURS OF CONTINUING EDUCATION**

**YES \_\_\_\_\_ NO \_\_\_\_\_ Have any legal or disciplinary actions been instituted against you since you filed your last renewal? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation.**

**MILITARY EXEMPTION:** Section 37-1-138, MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed on inactive status. Therefore, upon receipt of verification of active military service and submission of this completed form, the Board will place such person's license on inactive status.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\*\*\* DEADLINE OCTOBER 31, 2008\*\*\***